



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

MEMORANDUM

TO: Superintendent of Schools

FROM: John Weber, Director, Missouri School Improvement Program
Tom Ogle, Director, School Core Data

DATE: March 2006

RE: Summer School Application

The Application for Summer School Approval and the Summer School Information Handbook for the 2006 summer session are available at <http://dese.mo.gov/divimprove/sia/summerschl/>. Summer school is not required, but we encourage you to offer this extended learning opportunity to your students. Review the guidelines for an approved summer school as outlined in the Summer School Information Handbook and get required local board approval prior to your decision to submit an application. **The application is due no later than June 1, 2006**, and serves as a notice of intent for your district to provide a summer school program. Please review the instructions on the reverse side of the application prior to its submission.

In addition to this form, all participating districts must provide specific program information in the June cycle of the Core Data Collection System (the person who normally completes the October cycle Core Data report would be familiar with this screen). Screen 24 requires information including each summer school educator's name and social security number, course code, position code, grade level and enrollment for each class, total hours the class meets, and credit to be offered (high school only). This screen also requests that you identify each class as remedial, academic/regular, or exploratory, and requests information relating to the number of summer school students who qualify for free or reduced-price school lunches and the number identified as at-risk (the total of the free and reduced-price lunch count plus any additional students identified as at risk). **Screen 24 program information will be due on June 30.** Final approval of the summer school program will not be granted until this information is submitted in approvable form and teachers are determined to be properly certificated for their assignment(s).

PLEASE NOTE:

- The social security number for summer school teachers must be correct and all must hold a valid Missouri teacher certificate. This includes recent graduates and out-of-state teachers.
- Substitute teacher certificates must be secured prior to the start of the summer session for summer school teachers that do not qualify for any other Missouri teacher certificate.
- Teachers whose certificates have expired do not hold a valid certificate and should not be given a summer school assignment until their certificate is renewed.

- **Failure to have on file a valid certificate for a summer school teacher will result in the disapproval of the attendance hours of children enrolled in his/her class(es).**
- **Athletic Practice/Conditioning and Body Conditioning courses are specifically prohibited from the summer school program of studies. Please refer to page three of the Summer School Information Handbook for additional information on what is not accepted as approved summer school hours.**

The summer school attendance and membership data will be reported in the August 2006-2007 Core Data Cycle. Due to statutory changes in 2004 that become effective with the 2005-2006 school year, districts are encouraged to read the 2006 Summer School Handbook or contact the School Finance Section at (573) 751-0357 regarding the use of the summer school average daily attendance in the Basic Formula, Proposition C, and Fair Share payment calculations.

If you have questions, please contact our office at the following numbers:

John Weber (573) 751-7754
Tom Ogle (573) 751-9060

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